# HOW TO COMPUTE AND DISTRIBUTE MONTHLY PARKING FEES

**AND** 

**MOBILE HOME** 

**LOTTERY & GAMING CREDIT** 

**FOR** 

2006



# Q: Do mobile homes that pay a monthly parking fee qualify for the Lottery and Gaming Credit?

A: Lottery and Gaming Credit can be claimed if the mobile home is used as a primary residence. The municipal clerk will deduct the credit as part of the determination of the monthly mobile home permit parking fee.

#### HOW TO COMPUTE & DISTRIBUTE MOBILE HOME PARKING PERMIT FEES

The Mobile Home Parking Fee (MHPF) is a substitute for property taxes on mobile homes **not** taxed as real estate or personal property. Your local assessor is responsible for placing a fair market value on the mobile home(s) and the exempt furnishings. The Clerk is responsible for computing the annual and monthly fees. You will need to have the following information at hand in order to compute these fees and to report the Lottery and Gaming Credit to the Department of Revenue so we can reimburse your municipality.

Page 2	Mobile Home	A completed Mobile Home Statement of Monthly Parking Permit Fee (PA-118 R.
	Statement (PA-118)	9-93)
Page 3	Tax Bill	A copy of a 2005 Real Estate Tax Bill (payable in 2006) from the <b>same</b> school
		district where the mobile home is located.
Page 4	Lottery & Gaming	Instructions for calculating the Lottery and Gaming Credit for Mobile Home
	Credit Calculation	Parking Permit Fees.
Pages	Step by Step	Four-step process instruction sheets. Page 5 is school distribution computation for
5, 6 &	Instructions for	monthly fees; Page 6 is lottery credit distribution computation; and Page 7 is a
7	MHPF Distribution	blank form.
Page 8	LC Calculation	Notice of Equalized Value School Tax Rate & Maximum Credit Value sent by
	Notice	Dept. of Revenue to municipalities in November.
Page 9	Lottery & Gaming	Lottery Credit Report Form for Mobile Home Parking Fees due to the Dept. of
	Credit Report	Revenue by March 1, 2006.
Page	Notice of Lottery &	Lottery and Gaming Credit Payment Notice and Calculation Form for the Mobile
10	Gaming Credit	Home Parking Fee.
	Payment	

#### HOW TO COMPUTE THE MOBILE HOME PARKING PERMIT FEE FOR 2006

Use 2005 tax rates, level of assessment, and Lottery and Gaming Credit value

#### STEP 1. Complete Section C of the Mobile Home Statement of Monthly Parking Permit Fee.

"On January 1, the assessor shall determine the total fair market value of each mobile home in the taxation district subject to the monthly parking permit fee." 66.0435(3)(c)1.a. Wis. Stats. Also, as mobile homes move in, the assessor will value them throughout the year. Some assessors may erroneously wait to complete these forms until April. The Assessor must complete the form in January.

**STEP 2.** Calculate the Lottery and Gaming Credit for each individual mobile home fee. The calculation can be computed using the steps outlined on Page 4 - Lottery and Gaming Credit Calculation Form. This credit will be deducted on line 10 of the Mobile Home Statement (PA-118).

STEP 3. Sum total lottery credits applied on each qualified mobile home and count the number of qualified mobile homes used as primary residences that received Lottery and Gaming Credit.

STEP 4. Compute the distribution of Mobile Home Parking Permit Fees for both the collections & Lottery and Gaming Credit.

## **DEFINITION OF TERMS**

**Estimated Fair** For all practical purposes, the same as equalized value. The money that could ordinarily be

**Market Value** obtained by private sale; cash value.

**% Level of** The relationship between the assessed value and the equalized value of the entire taxation

**Local Assessment:** district as certified each year by the Department of Revenue.

Assessed Value \$91,700

Assessment Ratio = Equalized Value = \$95,500 = 96.02% (Example)

**Net Tax Rate:** A unit per dollar of value by which property is taxed:

Tax Rate = Total Taxes (before Lottery and Gaming Credit) ÷ Total Assessed Value.

(but after school levy tax credit)

**Equalized Value** Certified by the Department of Revenue

School Tax Rate: School Taxes ÷ Equalized Value (TID Out) of the school district.

Credit Value: Maximum equalized value multiplied by the school tax rate to obtain the lottery credit amount.

## MOBILE HOME STATEMENT OF MONTHLY PARKING PERMIT FEE

#### **INSTRUCTIONS**

**MOBILE HOME PARK OPERATOR** (or owner of land if mobile home subject to fee is located outside of park): Complete Section A with mobile home owner. Submit in duplicate to your local Assessor within 5 days of the arrival of each mobile home.

**ASSESSOR:** Complete Section B. Determine the fair market value of the mobile home. (Use PA-117, Mobile Home Valuation Worksheet). NOTE: Exempt furnishings must be subtracted from the fair market value if included in that figure. Submit form to local Clerk for computation of parking permit fee.

**CLERK:** Complete Section C.

	SECTION A								
	TAXATION DISTRICT SCHOOL DISTRICT		COUNTY	NAME OF MOBILE HOME OWNER					
	100	2910	01	I. M.	Owner				
	NAME OF PARK		1	ADDRESS OF MOBILE HOME					
то ве	Sugar Maple	Park		200 St	ugar M	aple Bl	vd, Badg	ger, WI 5	4825
COMPLETED	PARK ADDRESS		ARRIVAL DATE	OWNER F	PERMANEN	NT ADDRE	SS		
BY	1001 Elm Dri		12-1-92	Same	as abo	ve			
PARK	Badger, WI								
		DESCRIPTION							
OPERATOR	MANUFACTURER'S	NAME	MODEL OR POPULA	AR NAME			SERIALNU	JMBER	
AND	YR OF MANUFACTURE	DUDCHASE VEAD	DUDOUA CE DDICE		DUDGUA	OED 40	WHERE	HDOHAGED	
MOBILE	1999	PURCHASE YEAR  1999	PURCHASE PRICE <b>30,000</b>		PURCHAS NEW	_	WHERE P	URCHASED	
HOME	DO YOU HAVE		NO. (IF APPLICABLE)		LENGTH		COLOR		NO. OF AXLES
HOME	BILL OF SALE	TITLE	NO. (IF APPLICABLE)	FT.	FT.	WEIGHT	COLOR		NO. OF AXLES
OWNER	NO. OF ROOMS	_	OBILE HOME HAVE	FI.	FI.				
	BATHS BDR		RTING	☐ FIE	REPLACE		PORCH		SF
			CONDITIONING		ASHER		PATIO		SF
	TOTAL ROOMS DISHWASHER			DRYER CARPORTSF			SF		
	PLEASE SIGNATURE OF MOBILE HOME OWNER						DATE		
	SIGN HERE								
	SECTION B – VALUATION								
	24.00				DATE VIEWED OR INSPECTED				
ASSESSOR	1. Total Fair M	Ψ	24,000						
	2. Exempt Fur	nishings	Ψ				SESSOR		
Assessor enters		MARKET VALUE	\$2	20,000 SIGNATURE OF AGGEGGGR					
323.2	(Subtract line	e 2 from line 1)							
		SECTION	C – COMPUTA	TION O	F PARK	ING PE	RMIT FI	EE	
from above Line 3	4. Net Fair Ma	rket Value (from I	ine 3 above)		\$	20,0	000		monthly fee
			ntTax E			98	.90%	_	
	(established for preceding Jan. 1 assessment)  January  (Enter month)								
	6. Value for Fe	ee Computation (	multiply line 4 by li	ine 5)	\$	19,7	780		due on or
CLERK		e (after state tax	0.00	Bill	,	01621	100		e 10th day of
		_	uary 1 assessmen			.01621		Feb	ruary
			/ line 7)			320		(Enter the f	ollowing month)
			e 8 by 12 months)				.72		nthly fee is
	10. Lottery Cred	dit (if applicable)	LC Claim For		-\$	8	.06		or before the ay of each
	11. Net Monthly	Fee (subtract line	e 10 from line 9)		\$	18	.66		thereafter.

## STATE OF WISCONSIN Real Estate PROPERTY TAX BILL FOR 2005

VILLAGE OF BADGER AMERICA CO.

Property Tax Bill from the School District where the mobile home is located.

IMPORTANT: Correspondence should refer to tax number

See reverse side for Important Information

Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.

LEGAL DESCRIPTION PART OF THE FIRST ADDITION TO THE SECOND ADDITION CONSISTING OF 1 LOT

BILL AND SUE HOMEOWNER RR 9 BADGER, WI 58425

BILL AND SUE HOMEOWNER

58425

RR 9

BADGER, WI

MOBILE HOME STATEMENT

pay by January 31, 2006

\$ 1,865.53

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and if applicable, penalty.

(See reverse)

								0029-0000
Assessed Value Land 22,000	Ass'd. Value Improvement		essed Value , 900	Ave 9	8.90%		ssessed Value Rate s NOT reflect Lottery Credit)	0162108
Est. Fair Mkt. Land 22, 250	Est. Fair Mkt. Improvemen		st. Fair Mkt.		A Star in This Box Means Unpaid Prior Year Taxes		ol taxes reduced by ol levy tax credit	\$160.09
Taxing Jurisdiction	Est.	2004 State Aids ated Tax Dist.	Est. S	005 State Aids ed Tax Dist.	200 Net	- ) 4 тах	2005 Net Tax	% Tax Change
STATE OF WI					20.	01	21.83	9.1%
AMERICA CO	19	9,993	16	,606	338.	70	355.81	5.1%
VILLAGE OF BADGEF	R 11'	7,410	110	,162	208.	62	207.63	-0.5%
SCH. DIST. #3150	60	6,868	648	,289	956.	63	(869.21)	0.9%
TECH. COLLEGE #56	5 23	1,846	20	,572	139.	87	148.78	6.4%
					MOBII	LE HO	OME STATEMENT	
Total	76	6,117	795	,629	1,663.	83	1,603.26	-3.6%
	Lott	tery Credit			88.	29	96.75	9.6%
	Net Pro	operty Tax			1,575.	55	1,506.51	-4.4%
Make Check Payable	To:	ull Payment Due			2006	Net	Property Tax	\$1,506.51
JANE DOE			\$ 1,86	55.53				
TREAS. VILLAGE OF								
RR 9, P.O. BOX 68							GARBAGE	359.02
BADGER, WI 58425	<u> </u>					1		
	0	r First Installme	nt Payment Due	e On or Befo	ore January 31			
			\$ 1,06	3.90				
And Second Installment Payment Payable		and Second Insta	Ilment Paymen	t Due on or	Before July 31			
JOHN SMITH, CO TRE AMERICA CO COURTHO			<b>\$</b> 801	.63				
BADGER, WI 58425	OSE							
Check For Billing Address Change						TOT	TAL DUE FOR FULL	PAYMENT
Check For Billing Address Change						PAY	BY JANUARY 31, 2006	

## Page 4 Lottery and Gaming Credit Gaming Credit Fees. Lottery and Gaming Credit for Mobile Home Parking Permit Fees.

	STEP 1:
Compare the NET FAIR MARKET VALUE on PA- 118 <b>line 3</b> SECTION B - VALUATION to the Maximum Credit Value. The <b>lower</b> of these two amounts is the "CREDIT VALUE".	THE LOWER OF:  OR \$9,400 = "CREDIT VALUE"  Market Value Credit Value"
	STEP 2:
Multiply the Equalized Value School Tax Rate on the LC Calculation Notice (Page 8) by the "CREDIT VALUE" from Step 1 above.	"CREDIT VALUE" Equalized Value Lottery Credit (from Step 1) School Tax Rate
	STEP 3:
Calculate the Monthly fee for Line 10 of SECTION C – COMPUTATION OF PARKING PERMIT FEE (Page 2) on PA-118	Lottery Credit from Step 2 above  ÷ 12 =   Monthly Lottery Credit

## EXAMPLE:

	STEP 1:
Compare the NET FAIR MARKET VALUE on PA-118 line 3 SECTION B - VALUATION to the Maximum Credit Value. The lower of these two amounts is the "CREDIT VALUE".	THE LOWER OF:           \$20,000         OR         \$9,400         = \$9,400           Net Fair         Maximum         "CREDIT VALUE"           Market         Credit           Value         Value
	STEP 2:
Multiply the Equalized Value School Tax Rate on the LC Calculation Notice (Page 8) by the "CREDIT VALUE" from Step 1 above.	\$9,400 xx x 0102930 = \$96.75  "CREDIT VALUE" Equalized Value Lottery Credit (from Step 1) School Tax Rate
	STEP 3:
Calculate the monthly fee for Line 10 of SECTION C – COMPUTATION OF PARKING PERMIT FEE (Page 2) on PA-118.	\$96.75 ÷ 12 = \$8.06  Lottery Credit Monthly Lottery Credit from STEP 2 above

## Page 5 Step by Step Instructions for Mobile Home Parking Fee Distribution

## TO COMPUTE THE DISTRIBUTION OF MOBILE HOME PARKING PERMIT FEES FOLLOW THESE FOUR STEPS. Per Wis. Statutes 66.0435

	STEP 1:
Determine proportionate share (ratio) for school district(s).  Use a tax bill (page 3) for the same school district where the mobile home park is located.	
	STEP 2:
Determine park operator reimbursement (66.0435(3m))  If municipal ordinance requires that monthly parking permit fee collections be made by park operator, the park operator may deduct 2% of the total collections for administration. This should be subtracted <b>prior</b> to payment to the municipality.	
	STEP 3:
Determine municipality administration cost retained (Wis. Statutes 66.0435(8))  Multiply the Gross Parking Permit Fee collected (before park operator reimbursement) by 10% to cover the cost of administration.	
	STEP 4:
Determine amount to be shared with school district  Multiply Monthly Parking Permit Fee collections, less park operator fees (if applicable), less municipal administration costs retained, by school's ratio.	\$700.00 - \$14.00 - \$70.00  Total Mthly Collections Park operator fee (before park operator fee) (STEP 2) Cost of Admin. (STEP 3)
*NOTE: To distribute Mobile Home Lottery Credit, do Step 1 to determine school's ratio, then start with middle row of Step 4, and enter the amount to be shared with the school district from the "Notice of Lottery Credit Payment Mobile Homes Parking Fees Only".	$= \frac{\$616.00}{\text{Amount to be shared}}  \text{X}  \frac{0.5837}{\text{School's Ratio}} = \frac{\$359.56}{\$ \text{ to school}}$ $\frac{\$616.00}{\text{Amount to be shared}}  - \frac{\$359.56}{\$ \text{ to school}} = \frac{\$256.44}{\text{Balance for with School District}}$

Page 6 Step by Step Instructions for MHPF Lottery Credit Distribution

	STEP 1:
Determine proportionate share (ratio) for school district(s)  Use a tax bill (Page 3) for the same school district where the mobile home park is located.	
	(share of fee)  STEP 2:
Determine park operator reimbursement (66.0435(3m))  If municipal ordinance requires that monthly parking permit fee collections be made by park operator, the park operator may deduct 2% of the total collections for administration. This should be subtracted <u>prior</u> to payment to the municipality.	N/A X .02 =N/A Total Collections
	STEP 3:
Determine municipality administration cost retained (Wis. Statutes 66.0435(8))  Multiply the Gross Monthly Parking Permit Fee collected (before park operator reimbursement), by 10% to cover the cost of administration.	
	STEP 4:
Determine amount to be shared with school district  Multiply Monthly Parking Permit Fee collections, less park operator fees (if applicable), less municipal administration costs retained, by school's ratio.	N/A - N/A - N/A Cost of Admin.  (before park operator fee) (STEP 2) (STEP 3)
*NOTE: To distribute Mobile Home Lottery Credit, do Step 1 to determine school's ratio, then start with middle row of Step 4, and enter the amount to be shared with the school district from the "Notice of Lottery Credit Payment Mobile Homes Parking Fees Only".	$= \frac{\$315.00}{\text{Amount to be shared}}  \text{X}  \frac{0.5837}{\text{School's Ratio}} = \frac{\$183.87}{\$ \text{ to school}}$ $\frac{\$315.00}{\text{Amount to be shared}}  - \frac{\$183.87}{\$ \text{ to school}} = \frac{\$131.13}{\text{Balance for Municipality}}$

## Page 7 General Step by Step Instructions for Mobile Home Parking Fee Distribution

	STEP 1:
Determine proportionate share (ratio) for school	
district(s)	School Dist. tax School levy tax credit Gross school tax
Use a tax bill (Page 3) for the same school district where the mobile home park is located.	+ =
and modified home paint is to take an	Total tax School levy tax credit Total Gross tax
	÷ =
	Gross school tax Total Gross tax School's Ratio (share of fee)
	STEP 2:
Determine park operator reimbursement (66.0435(3m))	X .02 =
If municipal ordinance requires that monthly parking permit fee collections be made by park operator, the park operator may deduct 2% of the total collections for	Total Collections  X .02 =  Amount to be retained by park operator
administration. This amount should be subtracted <u>prior</u> to payment to the municipality.	Total Collections Amt. to be retained By park operator  Pmt to Municipality
	STEP 3:
<u>Determine municipality administration cost retained</u> (Wis. Statutes 66.0435(8))	V 10
(wis. Statutes 00.0433(8))	$ \begin{array}{cccc}  & X & .10 & = & \\ \hline  & & & \\ \hline  & & & & \\ \hline  $
Multiply the Gross Monthly Parking Permit Fee collected (before park operator reimbursement), by 10% to cover the cost of administration.	(before park operator fee) be retained by Municipality
to cover the cost of administration.	STEP 4:
Determine amount to be shared with school district	
Multiply Monthly Parking Permit Fee collections, less park operator fees (if applicable), less municipal administration costs retained, by school's ratio.	Total Mthly Collections Park Operator fee (before park operator fee) (STEP 2) Cost of Admin. (STEP 3)
*NOTE: To distribute Mobile Home Lottery Credit, do Step 1 to determine school's ratio, then start with middle row of Step 4, and enter the amount to be shared with the school district from the "Notice of Lottery	= X = \$ to school
Credit Payment Mobile Homes Parking Fees Only".	Amount to be shared \$ to school Balance for with school district Municipality

Page 8 LC Notice of Equalized Value School Tax Rate & Maximum Credit Value

**Calculation Notice** 

## WISCONSIN DEPARTMENT OF REVENUE NOTICE OF EQUALIZED VALUE SCHOOL TAX RATE USE FOR 2005 LOTTERY CREDIT CALCULATION

Ima Clerk Village of Badger PO Box 250 Badger, WI 58425

COMUN CODE COUNTY TAX DISTRICT NAME
01-100 AMERICA VILLAGE OF BADGER

SCHOOL	SCHOOL DIST.	<b>EQUALIZED VALUE</b>	MAXIMUM	MAXIMUM
CODE	<u>NAME</u>	SCHOOL TAX RATE	CREDIT	LOTTERY
			<u>VALUE</u>	CREDIT
#3150	ROSE	.0102930	\$9,400	\$ 96.75
#6181	VIOLET	.0102904	\$9,400	\$ 96.73
#5100	APPLE	.0089397	\$9,400	\$ 84.03

### LOCAL GOVERNMENT SERVICES

DIRECT ANY INQUIRIES TO: LOTTERY CREDIT UNIT WIS. DEPARTMENT OF REVENUE P.O. BOX 8971 MADISON, WI 53708-8971

LOTTERY CREDIT STAFF: CAROLYN SAWYER 608-266-0772 PEGGY KEACH 608-266-9457

#### **Lottery &** Page **Gaming Credit** 9 Report

Lottery Credit Report Form for Mobile Home Parking Fees due to the Department of Revenue by March 1, 2006.

## MARCH 2005 LOTTERY AND GAMING CREDIT REPORT Mobile Home Parking Fees only

February 2006

**IMA TREASURER** VILLAGE OF BADGER RR 9, P.O. BOX 6890 **BADGER**, WI 58425

Dear Treasurer:

You must report the total number and amount of lottery credits that were claimed by all the mobile home parking fee taxpayers in your taxation district. The amount reported should be the amount for the entire year. THIS REPORT IS DUE IN OUR OFFICE NO LATER THAN **MARCH 1, 2006.** If we do not receive this report by March 1, payment of your lottery credit may be delayed.

PLEASE FILE THIS FORM AS SOON AS POSSIBLE. We need this information to make a payment to you on March 27, 2006. If your tax district does not have any claims for mobile home parking fees, please write "none" in the claim amount column, sign and date this report, and return it in the enclosed envelope by the due date.

### THIS FORM IS FOR MOBILE HOMES PAYING PARKING FEES ONLY.

(1) Code	(2) Name	(3) No. of MHPF Claims	(4) MHPF Claim Amo For Year	ount			
01100	BADGER						
Treasurer	signature	Telephone		Date			
Contact Person f	or Municipality						
	Telephone						
DO NOT LISE TH	IIS EORM EOR DERS	DO NOT USE THIS FORM FOR PERSONAL PROPERTY MORILE HOMES!					

You will receive a payment for these mobile home parking fee claims and instructions on March 27, 2006.

Call the Lottery Credit Staff at (608) 266-0772 or (608) 266-9457 if you have questions. Please complete and return this form in the enclosed envelope by **MARCH 1, 2006** or fax it to (608) 264-6887.

> To: Local Government Services Wis. Department of Revenue P.O. Box 8971 Madison WI 53708-8971

Page 10 Notice of Lottery & Gaming Credit Payment

Lottery and Gaming Credit Payment Notice & Calculation Form for the Mobile Home Parking Fee.



## State of Wisconsin

**DEPARTMENT OF REVENUE** 

2135 Rimrock Road, P.O. Box 8971 Madison, Wisconsin 53708-8971 FAX (608)264-6887

March 21, 2006

Notice of Lottery Credit Payment Mobile Home Parking Fees Only

JANE DOE VILLAGE OF BADGER RR 9, P.O. BOX 6890 BADGER, WI 58425 Co. Mun. Code 01100 County of AMERICA VILLAGE OF BADGER

Dear Jane,

Your municipality will receive a Lottery and Gaming Credit payment on March 27, 2006. The payment will be in the amount of \$350.00

Payments will be made by ACH or investment pool to those municipalities set up to do so.

The distribution of the Lottery and Gaming Credit claimed on mobile home parking fees is to be allocated in the same manner as the actual fees. Therefore, the distribution of fees as provided in Wis. Stats. 66.0435(8) should be used to prorate the lottery credit on mobile home parking fees. We have calculated the 10% cost of administration retained by the municipality. You should distribute \$315.00 using the ratio of the school tax to total tax levy.

Total Mobile Home Parking Fee	<u>\$ 350.00</u>	
Cost of Administration (10%)	(Deduct)	- \$ 35.00
Lottery Credit to be distributed	,	\$ 315.00

## MOBILE HOME PARKING FEE Lottery and Gaming Credit Claim Form

Owners of mobile homes subject to a monthly parking permit fee may qualify for a Lottery and Gaming Credit which will reduce monthly parking fees for **2006**.

If you are the owner of the mobile home described below on January 1, 2006 **AND** you use the property as your primary residence, you can claim the Lottery and Gaming Credit on your monthly mobile home parking permit fee by completing and signing the following certification. **Do not claim** the credit if the mobile home is not your primary residence (you can have only one primary residence).

Your local treasurer will compute the monthly credit and deduct it from your monthly parking permit fee. To claim the credit, this form must be presented to your local treasurer on or before **January 31, 2006**. The Department of Revenue will audit claims.

\*\* If you do not qualify for the credit, do not return this form \*\*

Address of Mobile Home	Account Number
	☐ Town ☐ Village ☐ City ☐
	County
I attest, under penalty of law, that as of January described above and that I use it as my primary r municipal treasurer within 30 days of the date on wuse the property as my primary residence.	esidence. I understand that I am to notify the
Signature	Date
Print name clearly	<u> </u>
For Use By Taxation District Treasurer Only	
	1.0
Net fair market value of mobile home (not to expression)	,
<ol><li>Equalized value school tax rate of district when</li></ol>	re home is located(2)
3. Lottery credit (1) x (2)	(3)

LC-220 (R. 11-05) Wisconsin Department of Revenue

4. Monthly credit deduction (3) ÷ 12 months